



**DEFENSE LOGISTICS AGENCY  
DEFENSE ENERGY SUPPORT CENTER  
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**Policy Number: DESC-T-P-8**

**May 4, 2005**

**GOVERNMENT FUEL CARD (GFC) PROGRAM ROLES, RESPONSIBILITIES AND  
ACCOUNTABILITY**

**1.0. Supersession:** This is the initial issuance of DESC-T-P-8.

**1.1. General:** Defense Energy Support Center (DESC), the Executive Agent for bulk petroleum products, provides DoD with comprehensive energy solutions, negotiates fuel discounts, and awards various fuel supply and service contracts. DESC prepares and administers the DoD Fleet Card Task Order, the Aviation Into-plane Reimbursement (AIR) and Ships' bunker Easy Acquisition (SEA) Card processing contracts. In accordance with DoD Directive 4140.25, DESC also provides fuel support to Federal Civilian Agencies, State and Local Law Enforcement Agencies, and Foreign Governments. This interim procedure provides DESC policy regarding roles, responsibilities and accountability of the DESC sponsored Government Fuel Card (GFC) Program. This policy was coordinated with and approved by the Service Control Points (SCPs) for the Army and Navy, coordinated with the United States Air Force and shared with the United States Coast Guard. This document is issued as interim guidance pending inclusion in DoD 4140.25-M, Part II, Chapter 16. Applicable DoD referenced directives and manuals include:

1.1.1. DoD Directive 7400.aa Department of Defense Charge Card Programs (In for SecDef signature as of 2/10/05)

1.1.2. DoD Directive 5101.8, DoD Executive Agent for Bulk Petroleum

1.1.3. DoD Directive 4140.25, DoD Management Policy for Energy Commodities and Related Services

1.1.4. DoD Manual 4140.25-M, DoD Management of Bulk Petroleum, Natural Gas, and Coal

1.1.5. DoD Manual 4000.25-M, Military Billing System (MILSBILLS)

1.1.6. DoD Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs

1.1.7. DoD Financial Management Regulation, Volume 5, Chapter 33, August 1998 – Accountable Officials and Certifying Officers

**1.2. Government Fuel Card Program Management Office (GFC-PMO) Responsibilities.** The DESC GFC Program Management Office (PMO) office symbol is DESC-K. DESC-K shall

perform overall DESC GFC program management responsibilities in accordance with DoD Directive 4140.25. Specific responsibilities of the GFC PMO are as follows. DESC-K shall:

1.2.1. Serve as the catalyst for implementing and integrating Government Fuel Card initiatives, guidance and oversight, electronic enterprise integration efforts, and making DESC fuel card processes more efficient and effective.

1.2.2. Coordinate extensively within DoD, Federal Civilian Agencies, State and Local Law Enforcement Agencies, and authorized Foreign Government card users and serve as the Government Fuel Card Advocate.

1.2.3. Serve as the primary DESC Point of Contact (POC) for fuel charge card best practices. Provide business rules, interim guidance, identify innovations and share them throughout the government.

1.2.4. Develop overarching policy, procedures, and training with regard to the GFC program.

1.2.5. Establish User Permissions and Access criteria, within DESC, for DESC's Fuels Enterprise Server (FES), Business System Modernization – Energy (BSM-Energy).

1.2.6. Provide support to Component Program Managers with bank system access issues.

1.2.7. Provide fuel card processing contractors with access to applicable DESC applications via the Internet.

1.2.8. Perform delinquency management and fraud/audit analysis.

1.2.9. Ensure fuel card processes are functional, operational, and optimized from a system perspective.

1.2.10. Sponsor and coordinate fuel card technical reviews, proposed system changes, interface agreements, testing, remediation of performance issues, and other contract related actions with the applicable Contracting Office. Coordinate all contract actions through the DESC Contracting Office.

1.2.11. Support DLA's technology evolution by infusing electronic commerce best practices into DESC and supporting customers' business process re-engineering efforts.

1.2.12. Identify opportunities to facilitate the integration of existing financial obligation systems.

1.2.13. Manage and add value through centralized operational control and oversight for all fuel card programs.

1.2.14. Develop a comprehensive, outcome-based metrics collection and management program. Provide metrics information and statistics to Component Program Managers.

1.2.15. Work directly with the DoD Purchase and Travel Card Program Management Offices, the GSA SmartPay Contracting Office, the Office of Management and Budget (OMB)

representatives and the Inspector General (IG) officials to coordinate all Government-wide Charge Card Guidance.

1.2.16. Notify DLA, DESC Fraud Counsel, and applicable Component Program Managers of responses in cases of misuse of Government fuel cards.

1.3. **Component Program Managers (CPMs).** Each Military Service, Federal Civilian Agency, State and Local Law Enforcement Agency, and supported Foreign Government will establish a Component Program Manager that will provide service/agency specific program management and execution, to ensure continuity and accountability of the program in compliance with the DoD Government Charge Card Guide Book for Establishing and Managing Purchase, Travel, and Fuel Card Programs, Appendix E. The Government Charge Card Guide Book is located at: <http://www.acq.osd.mil/dpap/pcard/pcardguidebook.htm>, Service/Agency CPMs are provided in Appendix 1. The following are the responsibilities of the Component Program Managers (CPM). CPMs shall:

1.3.1. Develop, coordinate, publish and disseminate supplemental DoD Fuel Card policy and training materials for each of the fuel card programs.

1.3.2. Provide access to agency specific training sites and customer technical assistance.

1.3.3 Perform delinquency management as required.

1.3.3.1. Ensure that responsible points of contact and their chain of command are aware of delinquent account status.

1.3.3.2. Perform data analysis to identify patterns of delinquency and bring those to the attention of all involved parties. Take all required actions to resolve Component delinquencies.

1.3.4. **Provide Fraud/Audit Analysis By:**

1.3.4.1. Performing data analysis to identify questionable transactions and/or patterns of suspicious activities.

1.3.4.1.1. Researching those transactions/activities to determine if they need to be referred to appropriate audit or investigatory agencies.

1.3.4.2. Cooperating and coordinating with formal internal or external audits and inspections of fuel card programs.

1.3.4.3. Notifying DESC-K of any Service initiated audits or investigations of potential fraud, misuse, or abuse of DESC sponsored fuel charge cards. DESC-K POCs are provided in Appendix 1.

1.3.4.4. Acting as the liaison between DESC and affiliated DoD, Federal Civilian, and State and Local Law Enforcement organizations/program participants as applicable.

1.3.4.5. Notifying the DESC-K Account Manager when a fuel card comes under investigation for misuse or abuse. The fuel Component Program Manager will be responsible for notifying their Agency's Program Manager for the Government Purchase Card and the Government Travel Card accordingly.

1.3.5. Developing and submitting, to DESC-K, any recommended changes to the program or systems along with justification and impact statements.

1.3.6. Assisting DESC's Government Fuel Card PMO Account Managers and credit card processors to resolve issues of mutual interest.

1.3.7. Assisting all program participants in relevant aspects of program execution. Ensure they have access to adequate guidance, training, and assistance in routine program matters. Provide help in resolving local problems. Answer questions and/or refer units to the appropriate POC for resolving problems.

1.3.8. Ensuring that intermediate command levels have access to information systems that contain transaction data from their subordinate units. In coordination with those commands, develop standard reports/queries to allow the commands to monitor purchases by units within their commands.

1.3.9. Overseeing any private vendor label fuel cards that are used by Military Service personnel under other overseas programs where the DoD Fleet, SEA, or AIR cards are not accepted.

1.4. Command, or Equivalent Account Manager Responsibilities. Military Services, Federal Civilian Agencies, State and Local Law Enforcement Agencies, and authorized Foreign Governments using a fuel charge card sponsored by DESC are required to provide a command, or equivalent account manager who will report to the Service/Agency Component Program Manager. These duties could be split between that of the Component Program Manager and the Agency Program Coordinator. If, however, it remains a separate function, the account manager will provide support and oversight to all participants in the program and ensure the periodic program management reviews are conducted. The account manager shall forward nominations for Agency Program Coordinators (APC's) and Accountable Officials/Certifying Officers (AO's/CO's) to the Component Program Manager (CPM). In accordance with DoD Financial Management Regulation, Volume 5, Chapter 33, **Accountable and Certifying Officers must be either military personnel or federal civil service personnel; they may not be contract support employees.** The CPM shall approve and forward the nomination to the DESC-K. Activities may elect to identify different people for different accounts, (e.g., AIR, SEA, or DoD Fleet cards). The account manager shall:

1.4.1. Ensure the local program is being executed in accordance with the DESC and Component Program Managed sponsored fuel charge card requirements as stated throughout this document.

1.4.2. Establish effective internal management controls to ensure appropriate management, operation, and oversight of the Service or Agency local Fuel Card Program whether it be AIR, SEA or DoD Fleet.

1.4.3. Ensure APCs/Alternate APCs, Accountable Officials/Certifying Officers, Transportation Coordinators (if required), and Fuel Card Users are properly appointed in writing, trained, certified and capable of performing their respective duties sufficiently to meet the DESC sponsored fuel charge card requirements. (See user guides at [www.desc.dla.mil](http://www.desc.dla.mil) under Government's Fuel Card Program Office).

1.4.4. Enhance program integrity by ensuring a proper separation of functions is established.

1.4.5. Ensure that appropriate administrative and disciplinary action is taken and documented when fraudulent, improper, and/or abusive AIR, SEA or DoD Fleet Card transactions are found. The command, installation, or consuming unit account manager is to provide a memo to the card user's chain of command of the infraction, and shall follow up to ensure appropriate actions are taken and documented. See the following DESC web page for additional information:  
<http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=DESCGCounsel>

**Government Charge Card Disciplinary Guide for Civilian Employees**

OSD April 21, 2003 Memo regarding disciplining civilian employees for charge card abuse

**Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel**

USD June 10, 2003 memo

1.4.6. Ensure documented disciplinary actions are reported to the CPM on all fraudulent transactions.

1.4.7. Establish local guidance and procedures that ensure card users are aware of proper use of the cards, any limitations on use, where and when to turn in receipts from transactions.

1.4.8. Notify the CPM immediately when any investigation is initiated involving alleged or suspected fraud, misuse or abuse of the DESC sponsored fuel charge cards.

1.5. **Agency Program Coordinator (APC) Responsibilities.** The APC must maintain detailed knowledge and understanding of agency's policies and procedures regarding the DoD Fleet, AIR, and SEA Card Program and communicate this information to AIR, SEA or DoD Fleet Card Users, Accountable Officials, managers and other responsible officials. APC cannot be a contract support employee.

- 1.5.1. Establish and ensure execution of the local program in accordance with local procedures and DESC sponsored fuel charge card guidelines.
- 1.5.2. Ensure Alternate APC's, Accountable Officials, Certifying Officers, Transportation Coordinators (if required), and AIR, SEA and DoD Fleet Card Users are properly trained.
- 1.5.3. Ensure that only personnel who require DESC sponsored fuel charge cards for mission requirements are allowed to use AIR, SEA or DoD Fleet Cards and that cards are only issued for authorized Government aircraft, vehicles, and equipment.
- 1.5.4. Maintain a complete list of accounts and POC information (name, email address, telephone number, fax number, and points of contact (POC) for financial matters) and notify the CPM and the card processor of any changes that affect management, reporting, or billing.
- 1.5.5. Maintain all information for account establishment, including (but not limited to) identification and address of unit or office, DoDAAC or other office identification, accounting data, vehicles/aircraft/vessels for which cards will be issued, and point of contact information. Notify the CPM and card processor of any changes that effect management, reporting, or billing.
- 1.5.6. Receive, verify, and issue DESC sponsored cards as appropriate.
- 1.5.7. Ensure that appropriate action is taken when local reviews reveal non-compliance, misuse and/or abuse and follow-up with the CPM which is responsible for notifying DESC-K.
- 1.5.8. Use Automated Information Systems (AIS), such as DESC Fuels Automated System/Business System Modernization – Energy, Voyager's Fleet Commander, or AIRSEACard.com to access available reports to monitor program activity.
- 1.5.9. Specify appropriate authorization limits/restrictions for DoD Fleet, AIR, and SEA Card accounts and cards when applicable. These controls shall be stringent but allow the flexibility to meet mission requirements.
- 1.5.10. Understand policies and procedures regarding the use of the DESC sponsored fuel charge cards found at [www.desc.dla.mil](http://www.desc.dla.mil). Ensure Card Users are instructed on the appropriate use of the card.
- 1.5.11. Ensure all Card Users sign a Statement of Understanding (SOU) prior to initial card use that outlines the unit authorizations.
- 1.5.12. Notify the card processor provider no later than 60 days prior to the expiration date of any cards issued which are not to be renewed and/or reissued.
- 1.5.13. Immediately notify the CPM, the local chain of command, command security clearance personnel when any investigation is initiated involving alleged or suspected fraud, misuse or abuse of the DESC/DoD sponsored fuel charge cards by personnel under their command.

1.5.14. Ensure that local agency clearance and/or check-out procedures include the surrender of any AIR, SEA or DoD Fleet Cards by personnel to whom cards were previously issued.

1.6. **Accountable Official Responsibilities:** The Accountable Official is responsible for supporting the certification of payment vouchers and documents for vendor payment. Accountable Officials AO's shall:

1.6.1. If delegated by the APC to the AO, the AO ensure that fuel cards are distributed for use only to authorized Government aircraft, vehicles, equipment and card users.

1.6.2. Ensure that a system of internal procedures and controls for the portion of the entitlement-and/or payment-related process under their cognizance is in place to minimize opportunities for erroneous payments, and to ensure that all procedural safeguards effecting proposed payments are observed.

1.6.3. Comply with all applicable DoD regulations and/or equivalent Agency regulations, policies and procedures, including local standard operating procedures.

1.6.4. Support respective Certifying Officer with timely and accurate data, information, to ensure proper payments, i.e., payments that are supportable, legal and computed correctly,

1.6.5. Request advice from a certifying officer concerning a doubtful matter within the accountable official's responsibilities upon which the Certifying Officer will rely in making certification of (i) an entitlement to payment, (ii) a document for payment or (iii) other information/data associated with payment, and take timely action in response to inquiries initiated by a review official with regard to possible or actual erroneous payments.

1.6.6. Accountable Officials who also have the responsibilities of certifying invoices for non-fuel service invoices billed directly to the organization shall be held accountable for the Certifying Officer responsibilities and duties listed below.

1.7. **Certifying Officer Responsibilities:** The Certifying Officer serves as the primary focal point for receipt of invoices and obligation of funds. DESC-RR is the Certifying Officer for all non-contract fuel purchases electronically submitted to Fuels Automated System (FAS)/BSM-Energy (BSM-E), and the applicable standard price is billed through the Military Standard Billing System (MILSBILLS) process. Non-fuel purchases are "split" from fuel purchases and are forwarded to applicable Certifying Officer(s) for validation and payment from an Operations & Maintenance (O&M) account, paid through the unit home station payment office or equivalent finance office for Federal Civilian Agencies, Local Law Enforcement Agencies and authorized Foreign Governments. Certifying Officers are responsible for:

1.7.1. Validating the information stated in a voucher, supporting documents, and records.

1.7.2. Ensuring that all purchases are appropriate and charges are accurate within 5 days of receipt.

1.7.3. Computing of voucher certification.

1.7.4. Ensuring the legality of a proposed payment under the appropriation or fund involved.

1.7.4.1. When a certification is in question, the Certifying Officer can seek an advanced decision under 31 U.S.C. § 3529 from the DoD Office of Deputy General Counsel (Fiscal), or designee; or the equivalent financial regulation for all Federal Civilian Agencies and State and Local Law Enforcement Agencies.

1.7.5. Ensuring the timely reconciliation and payment of all invoices. Certify and pay all invoices within the Prompt Payment Act timeframes using Operational Maintenance (O&M) funding or other funding as appropriate. Ensure that invoices are processed in accordance with the Prompt Payment Act. Oversee the proper processing of invoices. Upon receipt, validate both the fuel and non-fuel charges. A credit will show for fuel since DESC is responsible for paying Voyager for the aggregate fuel bill. The Certifying Officer shall validate that charges are correct in FAS Enterprise Server (FES). NOTE: At this time, U.S. Bank Fleet VISA purchases do not fall under split billing.

1.7.6. Creating obligations for fuel charges before the interfund bill is issued and processing DESC interfund bill for fuel transactions.

1.7.7. Monitoring and validating MILSBILLS fuel transactions and reporting any erroneous transactions to DESC.

1.7.8. Tracking outstanding balances, including the status of disputed transactions and overdue payments.

1.7.9. Issuing advice to Accountable Officials (AOs). In the event of any suspected unauthorized purchase (purchases that would indicate non-compliance, fraud, misuse/or abuse), Certifying Officers shall immediately document all the details and notify the card user's supervisor and the CPM.

1.8. Activity or Point of Contact (APC) **Responsibilities (DoD Fleet Card Only):** Within the Military Services, if requested by the Accountable Official or Certifying Officer, the APC serves as the activity point of contact who obtains the DoD Fleet Card, vehicle, training, and other related materials. APC cannot be a contract support employee. The APC shall:

1.8.1. Understand the policies and procedures regarding authorized DoD Fleet Card purchases and record keeping requirements.

1.8.2. Maintain a list of authorized drivers/vehicles and other relevant information.

1.8.3. Maintain Fleet Card logs and vendor receipts.



1.8.4. Notify the Component Manager and immediate supervisor in the event of any suspected unauthorized purchases (purchases that would indicate non-compliance, fraud, misuse, or abuse).

1.9. Card User Responsibilities: All Card Users will be held liable to the government for any transaction not made for official government use. For specific guidance regarding contractor support personnel using fuel cards, please visit the DESC website at: [www.desc.dla.mil](http://www.desc.dla.mil), Fuel Card Program Management Office, Interim Guidance Concerning Contractors and Fuel Cards. Card User's must:

1.9.1. Understand the policies and procedures regarding authorized AIR, SEA, and DoD Fleet Card purchases and record keeping requirements.

1.9.2. Maintain all log data as required by respective Military Service.

1.9.3. Fleet card users must use self-service gasoline pumps whenever available. Only regular grade (87 octane or lower) unleaded gasoline will be used, unless otherwise specified by the vehicle manufacturer.

1.9.4. Purchases of authorized non-fuel items are the responsibility of the card user's Command or authorized Agency, and will be paid by the unit home station payment office.

For Approval:

//Original Signed//

MICHAEL D. BRODERICK  
Director, Business Integration  
Defense Energy Support Center

1 Appendix:

Appendix 1, Points of Contact Listing

DESC OPR: DESC-TK

DESC-OCR : DESC-K, G, RR , PH

## **Appendix 1**

### **Points of Contact**

AP1. DESC-K Government Fuel Card Program Management Office points of contact are as follows:

Director	703-767-8606
Deputy Director	703-767-9665
Sr. Policy Analyst	703-767-0687
Management Analyst	703-767-0688
Account Manager	703-767-0689
(Army, Federal Civilian Agencies, State and Local Law Enforcement Agencies)	
Account Manager (Navy)	703-767-9552
Account Manager Air Force	703-767-0673
Technical Integrator	703-767-2028

AP2. DESC Fraud Counsel, 703-767-5020

AP3. Currently, the assigned Component Program Managers are listed below:

Navy/USMC:	ALL Fuel Cards – DON Consolidated Card Program Management Division
Army:	ALL Fuel Cards - Army Petroleum Center (APC)
Air Force:	AIR - TBD
AF DoD Fleet -	Vehicle, Equipment and Management Support Office (VEMSO)
Coast Guard:	ALL - Department of Homeland Security (DHS)